

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 4: Assessment	Effective Date: June 1, 2008
	Section 21: 30 Day Assessment Reports	Version: 2

POLICY

The Indiana Department of Child Services (DCS) will provide a summary of the information contained in the Assessment Report to the Administrator of the following facilities if such a facility reported the child abuse/neglect (CA/N) allegations:

1. Hospitals;
2. Community mental health centers;
3. Managed care providers;
4. Referring physicians, dentists;
5. Licensed psychologists; and
6. Schools

DCS will provide this summary 30 days after receipt of the CA/N intake report.

Code References

[IC 31-33-7-8: Reports to health care providers and schools](#)

PROCEDURE

At 30 days after the CA/N intake report was received the FCM will:

1. Complete the 30 Day Report in ICWIS.
2. Complete the assessment summary by updating any appropriate data fields that are not populated.
3. Print both the 30 Day Report and the summary and submit to the Supervisor for review and approval. Do not attach the 311 as it contains confidential information.
4. Deliver the approved 30 Day Report to the appropriate facility administrator via U.S. mail in an envelope marked "Confidential".

RELATED INFORMATION

General

Whenever a hospital, community mental health center, managed care provider, referring physician, dentist, licensed psychologist, or school makes a CA/N report to DCS, [IC 31-33-7-8](#) requires CPS to send a report to the **Administrator** of the facility.

FORMS AND TOOLS

30 Day Assessment Report – Available in ICWIS